

DIRECTOR OF HUMAN RESOURCES

City of San José, CA




ALLIANCE
RESOURCE CONSULTING LLC



THE COMMUNITY

Over the past half century, San José has transformed from an agricultural community known as the “Valley of Hearts’ Delight” to become the “Capital of Silicon Valley,” a global center of technology innovation that has changed the way the world lives and works. With nearly one million people, San José is the tenth largest city in the nation and the third largest in California. It is home to the largest concentration of technology expertise in the world with more than 6,600 technology companies, powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor’s degree or higher, compared with 25 percent nationally.

San José’s quality of life is unsurpassed. Situated between the beautiful Diablo and Santa Cruz mountain ranges at the south end of the Bay Area, San José’s central location is a gateway to adventures throughout California. The City is readily accessible to the beaches along the California coast including Monterey and Carmel; Yosemite and Lake Tahoe in the Sierra Nevadas; and the rich cultural life of the entire region. Universities in and near San José include San José State University, Santa Clara University, Stanford University, University of California at Berkeley, University of California at San Francisco, and University of California at Santa Cruz.

ABOUT THE CITY GOVERNMENT

The City of San José operates under a council-manager form of government and is a full-service Charter City. The City Council consists of 10 council members elected by district and a mayor elected at large.

The City of San José has total budget of \$2.9 billion. The City employs approximately 5,655 full-time employees. For more information about the City of San José, please visit the City’s website at www.sanjoseca.gov.

THE POSITION

The Human Resources Department delivers innovative and timely human resources services and leadership to enable the City, its departments, and employees to provide world class municipal services to our diverse residents and visitors. The Department’s 2013-2014 Adopted Budget is \$8.6 million with a staff of 52.

The Director’s main areas of responsibility include management of the following functions: recruitment and classification, employee benefits, workers’ compensation, safety, employee health services, Human Resources Information System (HRIS), and administrative support. The Director will directly supervise the Department’s Division Managers.

Most City of San José employees are represented by one of eleven bargaining units. Labor/employee relations is handled by the City Manager’s Office of Employee Relations. A Deputy City Manager oversees both the HR and labor relations functions.

DIRECTOR OF HUMAN RESOURCES

City of San José, CA

THE IDEAL CANDIDATE

The City of San José's Department of Human Resources is a hard-working and customer-service focused team. The ideal candidate for the Director of Human Resources position will be someone who is innovative, strategic and technologically focused. This person will have outstanding leadership skills and enjoy collaborating with other City departments. He/She will be outgoing, passionate and able to inspire change within his/her environment.

The selected candidate will be an excellent manager with the highest ethical and professional standards. He/She will be approachable, collaborative, will instill trust, and be able to develop and maintain effective professional relationships. The person will have outstanding verbal and written communication and presentation skills. He/She will also be a hands on manager and someone who thrives working in a lean environment. The person will be flexible, adaptable, responsive to feedback, and will be able to function effectively in an open and transparent public sector environment.

The ideal candidate must be technically competent in all areas of human resources, be knowledgeable with Human Resources Information Systems (HRIS) and able to help streamline processes and procedures. He/She will bring new ideas to improve the effective and efficient delivery of HR services in an environment of limited resources.

Priorities and Goals

Top priorities of the new Director will be:

- Leading and managing the day-to-day operation of the Human Resources Department.
- Contributing innovative and creative ideas to further develop workforce development, recruitment and employee training programs.
- Embracing the latest technological tools and progressive programs for the various divisions within the Department.
- Developing aligned human resource solutions and implementing cost-effective and efficient strategies in the areas of benefits, workers' compensation, recruitment, retention, and succession planning.

Education, Certifications and Experience

- A bachelor's degree in public administration, business administration, or human resources related field.
- Ten (10) years of increasingly responsible human resource experience, including five (5) years as a Director of Human Resources in a smaller organization or manager of a major human resource function in an equivalent or larger organization.
- Possession of a valid driver's license authorizing operation of a motor vehicle in California may be required.
- Candidates should have knowledge of the occupations found in municipal service, including requirements, employment conditions, practices and trends. Although public sector experience is not required, a successful candidate must have the ability to work effectively in a unionized civil service environment.

The selected candidate should have skills in: making effective oral presentations to individuals and groups; analyzing technical and administrative human resource problems and make sound recommendations for their solutions; planning, organizing, directing and evaluating the work of staff; preparing accurate, clear, concise and effective reports and memoranda; directing a comprehensive human resource management program; dealing tactfully and effectively with others in difficult/controversial situations; ensuring compliance with human resources laws and regulations; and gaining the confidence and cooperation of public officials, administrators, employees, employee representatives and the general public.

COMPENSATION

The salary for this position is within an established annual range and will be dependent upon the qualifications and experience of the selected candidate. In addition, the City of San José provides excellent benefits which include:

- Retirement Plan – The City has its own retirement plan. More information is available regarding the plan.
- Health Plan – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.
- Dental Plan – The City contributes 100% of the premium of the lowest cost plan for dental coverage.
- Personal Time Off – Vacation is accrued at the rate of three weeks per year. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.
- Holidays – The City observes 14 paid holidays annually.
- Deferred Compensation – The City offers an optional 457 plan.
- Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- Employee Assistance Program – The City provides a comprehensive range of services through the EAP.

HOW TO APPLY

Please **apply immediately** at www.allianceRC.com. Resumes can be submitted on-line at www.allianceRC.com or via email at info@allianceRC.com.

For questions and inquiries, please contact:
Sherrill Uyeda or Cindy Krebs

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 510
Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: suyeda@alliancerc.com
ckrebs@alliancerc.com



<http://twitter.com/Alliancerc>



Alliance Resource Consulting, LLC

An Equal Opportunity/ADA Employer

